

TO: Town Board

FROM: Lisa Potswald
Town Administrator

DATE: April 22, 2016

RE: **Town Administrator's Report**
April 9, 2016 through April 22, 2016

1. **Accomplished/completed** the following:

- The Annual Town meeting was held and well attended. People brought up topics and there was good discussion and ideas. Thanks to Micaela for putting together all of the information for the meeting!!

2. **Coming up/Working On**

- I met with Jeff Beirl regarding the zoning agreement on Wednesday, April 20. We agreed to start the discussion from scratch and move forward, in part because of the present situation with the Town's zoning position. I will be sending a draft contract for his review and input before it is presented to the Town Board.
- We have had a second application for the Zoning Administrator position. Charlie Brummer, Vice Chair for the Town Plan Commission and I will be interviewing the candidate on Monday, April 25. I will be checking references as well. More information to follow.
- I will be meeting with other town, city and county administrators to discuss issues of mutual concern on Monday, April 25 in Ashland. I will report to you any issues of interest.
- Barb and I are working to improve our human resources information collection and management. We have developed a checklist form to ensure that we collect the required information for each new and returning employee (in the case of part-time/summer employees), and we will be working to put this information into the payroll system. It sounds simple but it's not!

3. **Town Board Agenda – More Information/Comments**

- Big Bay Town Park Reservation System/Leisure Interactive – a letter was sent by our attorney on April 14, 2016 giving them 30 days to pay what they owe us in full.
- Purchasing parcels on Main Street - The townspeople voted overwhelmingly in favor of purchasing this property. I suggest that you approve the purchase of parcels 014-00435-0100 and 014-00435-0200 from Ashland County for a total of \$12,752 including registering the deed, with the funds to come out of the Town's contingency fund. Kristian will begin working on a draft plan for review at a future Town Public Hearing on the project.
- Big Arn's Road and Brian's Road – Please let Town staff know how you want to proceed.

- Reducing the Town Plan Commission from 7 to 5 members – I ask that you first give the Town Plan Commission the opportunity to discuss this topic and to make a recommendation to the Town Board. The next Town Plan Commission meeting will be held on May 11, 2016, so you would have a recommendation by the second meeting in May.
- Cell Town Consultant – Please let Town staff know how you want to proceed.
- Hiring Parks Supervisor – Kristian and I are both very happy and excited to be presenting such a stellar candidate for your consideration for the job. Should you approve his hiring, we think he will be a great addition to the Town's team of staff!
- YWS Technology Agreement – I ask that you table this item for the next meeting; we are waiting for responses from insurance companies on levels of coverage.

4. **Follow Up on Previous/Ongoing Projects**

- The Personnel Committee has met three times and we are about 1/3 of the way through changes to the Town's Personnel policy. We want to have a document ready to send to the attorney this fall.
- The Public Hearing regarding C.A. Nelson and Son's 2 conditional use permits is scheduled for Wednesday, April 27 at 5:00. The Town Board makes the final decision regarding issuance of conditional use permits, so Town Board members must either attend the Public Hearing, or sign an affidavit which states they have listened to/watched a recording of the Public Hearing. The Town Plan Commission will schedule a meeting after the Public Hearing to develop their recommendation to be brought to the Town Board.

5. **Grant Report**

- **Stewardship Local Assistance Program Grant for Joni's Beach** – You have Resolution 2016-0426 on the agenda giving permission to submit a grant for Joni's Beach on behalf of the Town. We will propose that the project begin in 2017, so there is no 2016 budget implication other than the cost of a site plan of approximately \$5,000. The grant is designed to improve accessibility for people with mobility issues at the park, and includes moving and upgrading the playground and constructing a new picnic shelter. Because we have received these grants in the past few years for the Big Bay Town Park renovation, we have a low probability of receiving one this year. However, we now have a plan together should any grant opportunities arise.

6. **Lawsuits/Legal Issues**

- **Nelson, et al. v. Defoe, et al. Case No. 15-cv-274-wmc** – Nothing to report.

7. **Comments/Other Information**

None.

Cc: Department Heads
Micaela
Waggie